



Washington State

Education and Training Voucher Program Guidelines

Children's Administration
Washington State Department of Social and Health Services

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Preface

The Education and Training Voucher (ETV) Guidelines were designed to assist you, the Social workers, Independent/Transitional Living Coordinators, Providers and other support individuals in your work with youth that pursue and achieve their post-secondary educational goals. You are role models, dream listeners, support systems, advocates and individuals that provide youth with direction. These guidelines were developed to assist you in supporting youth who enroll in ETV to get the most out of the program. Your guidance to youth on their journey to gain access to and achieve post-secondary educational goals will lead them to gainful employment, independence and productive adulthood experiences.

Youth in foster care have poor educational outcomes:

- Only 1.8% of foster youth who go to college complete a bachelor's degree compared to 27.5% of the general population*
- 62.5% of youth exiting care with a high school diploma have plans to go to college*
- 35.8 % of youth exiting care with GED plan to go to college
- Approximately 60% of youth leaving Washington State care do not graduate or earn their GED *
- Research has proven that education is a leading indicator of successful youth development and adult self-sufficiency for foster youth

You have a critical role and opportunity in influencing educational outcomes for youth in foster care:

- Increase your expectations of what foster youth can accomplish through education
- Improve their ability to plan their course selection and take steps necessary to apply and receive financial aid to complete their application process
- Support, guide and encourage foster youth to achieve post-secondary education
- Focus on both short and long term educational goals

**“Together we can
make a difference”**

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Overview

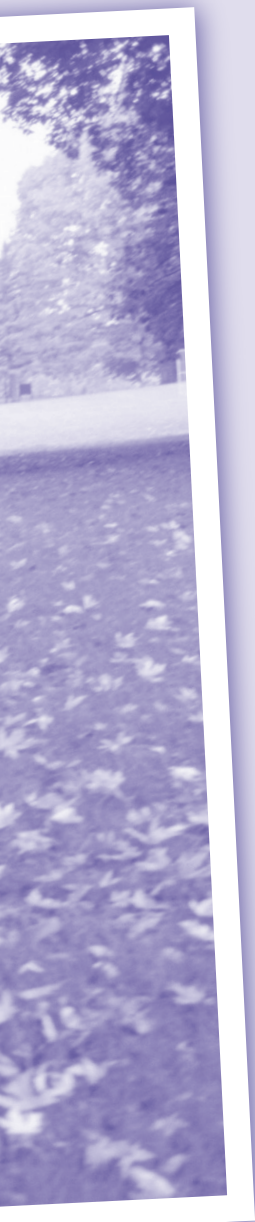
Education and Training Voucher Program

Children's Administration (CA) provides many services to support adolescents through the Foster Care Independence Act of 1999/2001, also known as the Chaffee Act. Federal funding is provided to Washington State for Independent Living Programs (ILP), Transitional Living Programs (TLP) and the Education and Training Voucher Program (ETV). These programs provide services to youth who are likely to "age out" of the foster care system and transition to adulthood. For all youth in out-of-home care, completion of high school and access to post-secondary educational opportunities such as college or vocational training are critical to their success as adults.

ETV is a national program for youth who qualify, and are likely to age out of the foster care system. The Education and Training Voucher Program (ETV) was implemented in Washington State in 2003. ETV offers financial assistance to current and former foster youth to attend colleges, universities, vocational or technical training programs. This program is designed to complement the student's own efforts to secure financial means to attend post secondary school.

The ETV program has funding available up to \$5,000 to eligible students every year. ETV awards are unique to each student and are based on the cost of attendance formula established by their school of choice, their financial aid award and their unmet need. The total education aid cannot exceed the cost of attendance, so not every student will receive a full \$5,000. ETV awards can help fund tuition, fees, books, housing, transportation and other school-related costs.





Education and Training Voucher Program

Eligibility

Youth may qualify if:

- accepted into or are enrolled in a degree, certificate or other program at an accredited (see pg 15) college, university; technical or vocational school; and
- have not yet reached their 21st birthday; or
- have not yet reached their 23rd birthday and received ETV funds as of their 21st birthday; and
- are currently a dependent in foster care; or
- was a dependent of the State of Washington and aged out of foster care system at age 18, emancipated or was adopted from foster care after their 16th birthday; and
- show they are making progress towards a degree or certificate

Cost of Attendance Determination

Each student's cost of attendance is determined by the ETV applicant's school of choice. The post-secondary school of choice must be an accredited program (see pg. 15). The cost of attendance usually includes tuition, fees, books, housing, transportation and other school-related costs unique to the individual student's needs. Students can ask the school's financial aid office to adjust the cost of attendance if it does not reflect the actual expenses, for example, if the school requires that students purchase a computer, or if the student is in need of childcare for a dependent.

For general information on the cost of attendance, go to www.nces.ed.gov to learn more about the standard calculations for tuition and fees plus room and board costs for any school that receives federal Pell Grant funding.





Application Procedure

Before applying for ETV funds, students are required to have submitted the Free Application for Federal Student Aid (FAFSA), www.fafsa.ed.gov for federal and state financial aid. This application is free. If the school does not accept federal or state financial aid, contact the ETV Program Manager for more information. The applications and additional forms for ETV are available online or the common application is available at, www.collegesuccessfoundation.org.

If the student is a resident and receiving ETV funds, and then moves outside of Washington State to attend post-secondary school then the youth continues to be eligible for ETV through Washington State. If the youth moves and is a resident of another state and then decides to attend post-secondary school, the youth may receive ETV from their resident state. In addition to this the youth should contact the local Independent Living Coordinator for additional resources and support in their local community.

Students need to reapply every year for the ETV Program. If a student is planning to attend summer classes then the FAFSA will need to be completed and submitted to the ETV program.

Applications

- Initial Application – Two choices
 - Common Application- This application should be used for students that are planning to attend a 2 and 4 year Universities and College Degree Programs
 - ETV Technical/Vocational/Certificate Application- This application should be used for students that are planning to attend a Technical, Vocational or Certificate Programs or they may use the Common Application
- Renewal Application – All students that have received ETV funds in the past regardless of their post-secondary path will use the renewal application

Initial Application

2 year and 4 year University and College Degree Programs

If the student is applying for the first time, they will need to submit:

- Common Application with the required documentation
- Letter of acceptance from an accredited (see pg. 15) school/program or class schedule
- If available, cost of attendance documentation from the school
- Financial aid award letter

Initial Application

Technical, Vocational and Certificate Program

If the student is applying for the first time, they will need to submit:

- ETV Technical/Vocational/Certificate Program Application with the required documentation
- Letter of acceptance from an accredited (see pg. 15) program or class schedule
- If available, cost of attendance documentation from the program
- Financial aid award letter

Renewal Application

2 year and 4 year University and College Degree Programs and Technical, Vocational and Certificate Programs

If the student has received ETV funds in previous years, they will need to submit:

- ETV Renewal Application
- Letter of acceptance from an accredited (see pg. 15) program or class schedule
- If available, cost of attendance documentation from the school
- Financial aid award letter
- Grades from previous term, if applicable



Financial Consultation

The ETV Program Manager will work together with the student to plan for their education and related expenses. After the application is submitted, the program manager will arrange for a financial consultation. During the financial consultation the Program Manager will explain the program, additional follow up forms, their ETV budget and covered expenses.

Deadlines

Applications received after priority deadlines will receive funding based on availability.

Below are the ETV application priority deadlines for application packets to be submitted and received by the ETV program:

- August 1 fall quarter
- January 1 winter quarter
- March 1 spring quarter
- June 1 summer quarter

The completed application can be submitted directly by the youth, Social Worker, Independent Living Coordinator or IL services provider or caregiver. Please send to:

ETV Program Manager
Children's Administration
P.O. Box 45710
Olympia, WA 98505
ETVWASH@dshs.wa.gov
FAX - 360-902-7588
Toll-free - 1-877-433-8388

Follow Up Forms

To increase communication between students and the ETV Program Manager, students may be required to complete the below forms after their initial application submission. Our goal is to streamline the process to get their needs met as soon as possible.

- Participant Agreement, signed by student
- ETV Payment Request Form, signed by student
- ETV Participant Release & Cashier Statement. The top section is a release of information, which needs to be signed by the student. The bottom section needs to be completed, signed and faxed by the Financial Aid Office or Cashier Office.
- ETV Budget Work Sheet, students should review prior to their financial consultation with the ETV Program Manager. The Program Manager will review and complete the Budget Work Sheet during the financial consultation.



Post Secondary/Vocational Program

ITEM	SUGGESTED GUIDELINES	REQUIRED DOCUMENTATION
<i>Tuition</i> ETV funds should not be used to pay for tuition prior to payment from federal or state financial aid sources	Cost of attendance formula established by their school for their financial aid award and their unmet need	<ul style="list-style-type: none"> • Grades from the previous term • Class schedule • Financial aid award letter • Cost of attendance letter • Payment request form • Participant Release and Cashier Statement • Paid directly to the school/program
<i>Study Abroad, Internships, & Field Work</i>	Based on the cost of attendance and are subject to available ETV funds and individual approval by the ETV Program Manager on a case-by case basis	<ul style="list-style-type: none"> • Grades from the previous term • Class schedule • Financial aid award letter • Cost of attendance letter • Payment request form • Participant Release and Cashier Statement • Paid directly to the school/program
<i>Books</i> ETV funds should not be used to pay for books prior to payment from federal or state financial aid sources.	Price from school book store	<ul style="list-style-type: none"> • Book list with price • Payment request form • Paid directly to book store or reimbursement to student with receipts/invoices
<i>Fees for student loans</i> ETV funds can be used in lieu of student loans, to pay back student loans and cover student loan fees during the same academic year in which the loans were distributed. A student must notify the school if turning down a student loan offered in the financial aid package.	Documentation required from the school/provider	<ul style="list-style-type: none"> • Submit a letter from the Financial Aid Office documenting the student has declined the loan. • Payment request form • Paid directly to the holder
Equipment, school supplies required by the program	Documentation from the school regarding the student's needs with an estimated cost	<ul style="list-style-type: none"> • Payment request form • Paid directly to the school or the student with receipts/invoice

Costs Related to a Disability

ITEM	SUGGESTED GUIDELINES	REQUIRED DOCUMENTATION
<i>Tutoring</i>	Going rate	<ul style="list-style-type: none"> • Payment request form • Documentation from the school • Statement regarding tutor and price • Paid directly to the tutor or program
<i>Adaptive software</i>	Going rate	<ul style="list-style-type: none"> • Payment request form • Documentation from the school • Statement regarding tutor and price • Paid directly to the tutor or program

Housing

<i>Housing/Rent</i>	100% if living alone otherwise a percentage of the total rent based on the number of people on the lease	<ul style="list-style-type: none"> • Payment request form • Copy of the lease agreement • W-9 • Paid directly to the landlord
<i>Rental Deposits</i>	Going rate, a percentage of the total based on the lease agreement and number of roommates	<ul style="list-style-type: none"> • Payment request form • Copy of the lease agreement • W-9 • Paid directly to the landlord
<i>Utilities</i>	Going rate	<ul style="list-style-type: none"> • Payment request form • Copy of bill with amount/account number • Paid directly to the provider
<i>Phone (land/cell)</i> Basic plan only	\$50.00/month	<ul style="list-style-type: none"> • Payment request form • Copy of bill with amount/account number • Paid directly to the provider

Personal

<i>Personal Expenses</i> Food, laundry detergent, soap, shampoo, etc.	\$300.00/year	<ul style="list-style-type: none"> • Payment request form • Payment directly to the student
<i>Clothing</i> Must be a documented requirement from the school/program with an estimated cost	\$200.00/year	<ul style="list-style-type: none"> • Payment request • Documentation from the school • Paid directly to the provider the student with receipts/invoices

Personal (continued)

ITEM	SUGGESTED GUIDELINES	REQUIRED DOCUMENTATION
<i>Medical Insurance Premiums</i> Regular medical insurance premiums, if the institution does not offer healthcare coverage. ETV funds can't be used to pay for individual medical appointments, mental health services or co-pays for medical appointments or prescriptions	Going rate	<ul style="list-style-type: none"> • Payment request form • Documentation from the insurance company of monthly premiums • Paid directly to the provider or the student with receipts/invoices

Child Care

<i>Child Care</i>	For a student with one or more children, an allowance based on the cost of the care, based on the number and age of the children. Child-care costs should not be higher than the going rate in the community where the student lives	<ul style="list-style-type: none"> • Payment request form • Signed documentation from the child care provider • Provider - W-9 • Paid directly to the provider
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Transportation

<i>Bus</i>	Going rate	<ul style="list-style-type: none"> • Payment request form • Paid directly to the provider or the student with receipts/invoices
<i>Alternative</i> Bike, car pool, etc.	Going rate	<ul style="list-style-type: none"> • Payment request form • Paid directly to the provider or the student with receipts/invoices
<i>Out of state travel</i>	Based on the going rate, expenses related to the applicant traveling from school to home	<ul style="list-style-type: none"> • Payment request form • Quote for travel arrangements • Paid directly to the provider or the student with receipts/invoices

ETV will not be used for students to purchase a car

Below only applies to students that can demonstrate a necessity of a car to get to school

ITEM	SUGGESTED GUIDELINES	REQUIRED DOCUMENTATION
Insurance	If the student is making payments on the vehicle - full coverage - 100% Otherwise indicated by the student	<ul style="list-style-type: none"> • Payment request form • W-9 • Paid directly to the provider • Copy of bill with account number
Gas	Cost of round trip to school each day Look at other states, find away other than gift card. Max. per year	<ul style="list-style-type: none"> • Documentation of miles/gas from home to school
Repairs	Repair may not be more that 50% of the vehicle's blue book value	<ul style="list-style-type: none"> • Documentation of problem/price • W-9 • Paid to the provider
Maintenance	Routine only	<ul style="list-style-type: none"> • Documentation of problem/price • W-9 • Paid to the provider





How the Bills Get Paid

The ETV Program will pay for expenses directly. The student will need to submit receipts, invoices, leases or other documents that detail expenses to the ETV Program. A Payment Request Form is available on the website or from the ETV Program. The student will need to complete the ETV payment request form and provide information regarding: who the payment will go to and the amount of the payment; and the request form must be signed. It will need to be completed and sent to the ETV Program for payment requests.

Payment Schedule

There are no specific, monthly payment schedules made to the school landlords or other providers. Every student's schedule and individual financial needs are different. Tuition payments are made to schools before the start of the quarter or semester whenever possible, however the ETV Program does not guarantee pre-payment. The student may be required to submit additional information and an ETV Participate Release & Cashier Statement, each quarter/semester before funds can be released. Unlike a paycheck, ETV funds are not guaranteed to arrive weekly or monthly. The sooner the student contacts the ETV Program and completes the ETV Payment Request Form, the sooner we will be able to make a payment. Once the student submits their request with documentation, the ETV Program will make the payments. The provider should receive funds in 14 working days after this time. If payment is not received please call 1-877-433-8388.

What is a W-9?

The first time ETV needs to make a payment to a school, landlord, or business a W-9 form is required by the Internal Revenue Service. The form is available on the ETV website and asks for the business (vendor) name, address, phone number, tax identification number (or social security number) and a signature. The ETV Program cannot make a payment until we receive the W-9 form, then it will be on file for each business. The ETV Program will send and process the W-9 form.

Responsibilities

ETV Student

- Complete a Common Application, Technical/ Vocational/ Certificate/ Application or a Renewal Application with required documentations
- Complete an application for admission to a post-secondary program
- Provide the Cost of Attendance (COA) from the post-secondary program, when available
- Complete the FAFSA
- Provide financial aid award letter with the amount offered
- Keep the ETV program informed and updated regarding address, phone, and e-mail
- Sign and follow the Participant Agreement Form
- Open and maintain a free e-mail account and check it frequently
- Send transcripts/grades/reports to the ETV program within 21 days of completion of quarter/semester
- Track individual ETV award and expenditures
- Maintain at least a 2.0 GPA
- Maintain eligibility for financial aid
- If put on financial aid probation, applicant will contact the ETV program, create a plan of action to address problem areas for improvement

ETV Program Manager/Customer Service Specialist

- Communicate with students in a timely manner
- Provide technical assistance to students regarding the application process and financial consultation
- Review completed applications
- Send correspondence to student: confirmation, award, incomplete, and denial letters
- Track expenditures for state, region and individuals to ensure funds are expended as awarded
- Coordinate efforts for training and support to students
- Provide information and materials to students, caregivers, community, schools and providers

Independent/Transitional Living Coordinator

- Ensure youth is informed of and has access to:
 - Transitional Living information and programs
 - Educational Seminars
 - Mentorship Program
 - Make it happen
 - ETV Program information
 - Common Application/Renewal Application

Children's Administration Social Worker

- Ensure youth is informed of and has access to:
 - Transitional living information and programs
 - Educational Seminars
 - Mentorship Program
 - Make it happen
 - ETV Program information
 - Common Application/Renewal Application

Caregiver

- Advocate



What Qualifies as an Accredited Program?

The degree must be awarded by a public or private 2-year or 4-year college, university, community college, trade or vocational school, or other institution of higher education in the United States that is accredited by the Council for Higher Education Accreditation (CHEA) or an accreditation organization recognized by the Council for Higher Education Accreditation, www.chea.org or by one of the following regional accreditation boards for the United States:

- MSA – Middle States Association
- NASC - Northwest Association of Schools and Colleges
- NCA – North Central Association of Colleges and Schools
- NEASC – New England Association of Schools and Colleges
- SACA – Southern Association of Colleges and Schools

Tribal college, university, community college, trade or vocation school – it must be accredited by one of the above or an accredited organization recognized by the American Indian Higher Education Consortium, www.aihec.org.

Foreign educational institution outside of the United States – must be qualified in the country in which it is located to provide the courses in instruction leading to that degree, and must be accredited or recognized by the Council for Higher Education Accreditation.



ETV Additional Resources, Applications, and Forms

In this section you will find additional information that will be helpful to the ETV applicants that you are working with:

- Website Addresses
- Frequently Asked Questions
- Technical, Vocational and Certificate Program Application
- Renewal Application
- Participant Agreement
- Participant Release and Cashier Statement
- Budget Work Sheet
- Payment Request Form
- Common Application

Please make copies of these resources as needed or visit the new website for adolescents at:

independence.wa.gov

Websites:

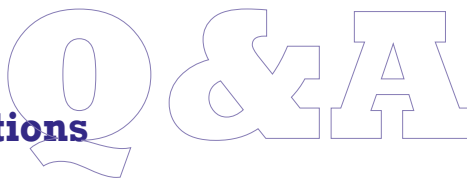
Coming soon! A new website for Washington State adolescents.

DSHS Children's Administration	www.dshs.wa.gov/ca
Casey Family Programs	www.casey.org
Court Appointed Special Advocates	www.washingtonstatecasa.org
Treehouse	www.treehouseforkids.org
Higher Education Coordinating Board	www.hecb.wa.gov
National Resource Center for Youth Services	www.nrcys.ou.edu
Foster Care Alumni of America	www.fostercarealumni.org
Foster Club	www.fosterclub.com
College Success Foundation	www.collegesuccessfoundation.org
Standard Tuition & Fees - Cost of attendance	www.nces.ed.gov
FAFSA	www.fafsa.ed.gov
Financial Aid Information Page has links to information and scholarships	www.finaid.org
College Board	www.collegeboard.com
Internet System for Education and Employment Knowledge	www.iseek.org
Accreditation, American Indian Higher Education Consortium	www.aihec.org
Guidance for Grown-ups	www.connectforkids.org
Tolerance.org: Mix it Up	www.tolerance.org/teen
National Youth Violence Campaign	www.violencepreventionweel.org
Teens Health	www.kidshealth.org/teen
Panned Parenthood	www.teenwire.com
National Organizations for Youth Safety	www.noys.org
National Institute on Drug Abuse	www.nida.nih.gov

Grants and Support:

Fast Web	www.fastweb.com
National Foster Parent Association	www.nfpainc.org/scholrsp.html
Gear Up Grant	www.ed.gov/programs/gearup/index.html
TRIO	www.ed.gov/about/offices/list/ope/trio/index.html
FosterClub	www.fosterclub.com
Orphan Foundation of America	www.orphan.org
Washington Education Foundation	www.waedfoundation.org
Americorps	www.americorps.org
Job Corps	www.jobcorps.org

ETV Program Frequently Asked Questions



What are ETV's?

The Education and Training Voucher (ETV) Program offers financial assistance to current and former foster youth to help them attend colleges, universities or vocational training programs. Students may receive up to \$5,000 per academic year to help pay for tuition, fees, books, rent and other school-related expenses not covered by financial aid. ETV can be used for both undergraduate and graduate programs.

Eligibility

Youth may qualify if:

- accepted into or are enrolled in a degree, certificate or other program at an accredited college, university, technical or vocational school; and
- have not yet reached their 21st birthday; or
- have not yet reached their 23rd birthday and received ETV funds as of their 21st birthday; and
- are currently a dependent in foster care; or
- was a dependent of the State of Washington and aged out of foster care system at age 18, emancipated or was adopted from foster care after their 16th birthday; and
- show they are making progress towards a degree or certificate

Do all students get \$5,000?

ETV awards are unique to each student based on the cost of attendance formula established by their school for their financial aid award and unmet needs. The total education aid cannot exceed their cost of attendance so not every student will receive a full \$5,000. Their cost of attendance is determined by their school and includes tuition, fees, books, housing, transportation and other school-related costs.

To learn more about the cost of attendance and standard calculations for tuition, fees, room and board costs for any school that receives federal Pell Grant funding, go to: www.nces.ed.gov.

How does youth apply?

The application form for ETV is available online from the College Success Foundation at www.collegesuccessfoundation.org. A website with ETV information, forms and applications will be available in early 2007. If the student is applying for the first time, they will need to submit:

- an application with the required documents
- essay
- high school diploma or GED certificate or transcript in advance of anticipated graduation
- letter or acceptance from their school or program or a class schedule
- financial aid award letter from their school including cost of attendance

Students must also have submitted their FAFSA application (www.fafsa.org) for federal and state financial aid before applying for ETV funds. If the school does not accept federal or state financial aid, contact the ETV Program Manager for more information.

Is there a deadline?

Applications received after priority deadlines will receive funding based on availability. ETV Priority Deadlines:

- August 1 fall quarter
- January 1 winter quarter
- March 1 spring quarter
- June 1 summer quarter

Do students have to apply every year?

Yes. Students still need to submit a renewal application, grades from the previous term, class schedule, financial aid award and cost of attendance letter.

Who determines eligibility?

Students must meet the eligibility requirements. The ETV Program Manager will review the students:

- cost of attendance
- financial aid awards
- unmet need

Their ETV award will be based on their unmet need, not to exceed the cost of attendance and \$5,000.

What costs will ETV cover?

ETV can help with costs for attendance including:

- Tuition, books and fees for student loans
- Equipment and school supplies required by the program
- Computers if required by the school or program
- Housing, food, childcare
- Transportation such as a bus pass or campus parking pass
- Costs related to a disability such as tutoring or adaptive software

ETV cannot pay for items such as mortgage payments, car purchase, gas, late fees, personal loans, computer games, home furnishings, personal clothing, or other expenses not relative to the cost of attendance.

How do expenses get paid?

The ETV Program will pay for expenses directly. Students will need to submit receipts, invoices, leases or other documents that explain expenses to the ETV Program. They will need to provide information on who the payment will go to and the amount of the payment.

There is no specific, monthly payment schedule. Every student's schedule and individual financial needs are different. Tuition payments are made to schools before the start of the quarter or semester whenever possible, however the ETV Program does not guarantee pre-payment. The sooner the student contacts the ETV Program, the sooner we will be able to make a payment.

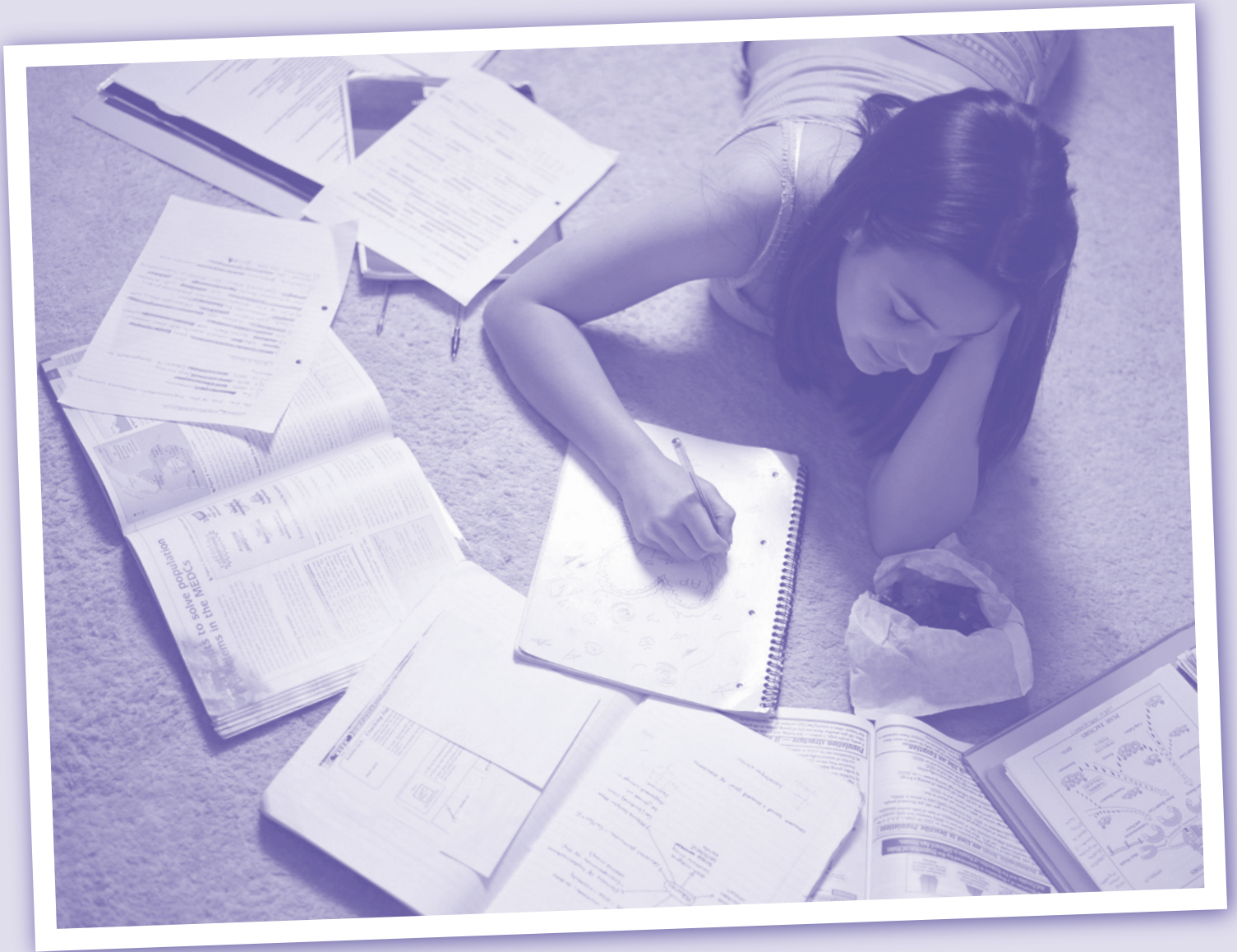
Before an ETV payment is made to a school, landlord or business (vendor), we need a completed W-9 form, as required by the Internal Revenue Service. The ETV Program manager may need the student's help to remind the vendor to complete the W-9, the bills cannot get paid without this information. Once ETV receives a payment request, payments will be made and received within 14 business days.

What are the student's responsibilities?

As a participant in the program, students need to:

- Read and understand the Washington State ETV Guidelines regarding the application process and specific program information
- Open and maintain a free email account and check it frequently
- Be responsible to notify the ETV Program if there's a change in:
 - Contact information
 - Financial situation
 - Classes or they drop out of school
 - Financial aid probation/termination or are placed on academic probation
- Submit a transcript of grades at the end of every quarter in order to continue eligibility for funding
- Maintain a 2.0 GPA
- Complete the Participation Release and Cashier Statement and submit it every quarter/semester
- Track their budget and ETV payment requests
- Submit a payment request form for payment needs





Education and Training Voucher Application

Technical, Vocational and Certificate Programs _____ Academic Year

Date: _____

- ☐ I have applied for financial aid by submitting a current FAFSA. You may access the free FAFSA at: **www.fafsa.ed.gov**.
- ☐ I am 16-21 years old or first enrolled in the ETV Program prior to my 21st birthday and have not reached my 23rd birthday.

STUDENT INFORMATION

Name: _____ DOB: _____
Address: _____ Phone: _____
_____ Home: _____
_____ Cell: _____
_____ Other: _____
E-mail: _____ Are you a parent responsible for the care
of a child while in college?
☐ No ☐ Yes, how many? _____

Alternative Contact: (Foster Parent, IL, etc.)

Name: _____ Phone: _____ Relationship: _____
Address: _____

POST-SECONDARY INFORMATION

Name of Program/Contact Information: _____
_____ Is your program: Will you be attending? Applying for:
_____ ☐ Quarter ☐ Full-time ☐ Fall
_____ ☐ Semester ☐ Half-time ☐ Winter
_____ ☐ Other ☐ Other ☐ Spring
_____ ☐ Summer

Post-Secondary program student ID, if know: _____

Enrolled in:

☐ Vocational ☐ Technical ☐ Certificate ☐ Apprenticeship

Area of study: _____ Expected Graduation Date: _____

Final Certificate you expect to receive:

☐ Vocational ☐ Technical ☐ Certificate ☐ Apprenticeship

FINANCIAL AID

Date FAFSA submitted: _____

Scholarships: List any scholarships that you have applied for or expect to apply for.

Name of scholarship:	Date applied for:	Expected amount:

Continued on back

Documents included in my application packet:

☐ I understand I need to submit the following before my ETV award can be determined:

Item:	Date sent or date expected to be sent:
<input type="checkbox"/> High School Transcript or GED	_____
<input type="checkbox"/> Copy of a letter from your social worker on agency letterhead documenting your dependency	_____
<input type="checkbox"/> FAFSA Award letter	_____
<input type="checkbox"/> Cost of Attendance	_____
<input type="checkbox"/> Grades from Previous Term (if applicable)	_____
<input type="checkbox"/> Current Class Schedule or	_____
<input type="checkbox"/> Registration or	_____
<input type="checkbox"/> Acceptance Letter	_____

Documents: Check if sent for current school year

Follow up forms:	Date sent or date expected to be sent:
<input type="checkbox"/> Participant Agreement	_____
<input type="checkbox"/> Participant Release & Cashier Statement	_____

The below items will be addressed in the financial consultation with the ETV Program Manager. Please review prior to your financial consultation.

- ☐ Payment Request Form
☐ Budget Worksheet

Please explain your intended field of study, why it interests you, and what your future educational and career goals are: _____

Applicant Consent and Certification

- ☐ To the best of my knowledge, all information submitted is complete and accurate.
- ☐ I understand that information on this application and information regarding my enrollment, financial aid and academic standing may be exchanged between Independent Living Programs as well as the admissions, financial aid, and other student service offices at the colleges and universities to which I may be applying for admission or attending.

Date: _____ Print Name: _____

Signature: _____

This document must be faxed or mailed to:

ETV Program
P.O. Box 45710
Olympia, WA 98504-5710
Fax: (360) 902-7588 Toll-free: 1-877-433-8388
Email: etvwash@dshs.wa.gov

Education Training Voucher Renewal Application _____ Academic Year

Date: _____

- ☐ I have applied for financial aid by submitting a current FAFSA. You may access the free FAFSA at: **www.fafsa.ed.gov**.
- ☐ I am 16-21 years old or first enrolled in the ETV Program prior to my 21st birthday and have not reached my 23rd birthday.

STUDENT INFORMATION

Name: _____ DOB: _____
Address: _____ Phone: _____
_____ Home: _____
_____ Cell: _____
_____ Other: _____
E-mail: _____ Are you a parent responsible for the care of a child while in college?
☐ No ☐ Yes, how many? _____

Alternative Contact: (Foster Parent, IL, etc.)

Name: _____ Phone: _____ Relationship: _____
Address: _____

POST-SECONDARY INFORMATION

Name of Program/Contact Information: _____
_____ Is your program: Will you be attending? Applying for: Last Quarter/
_____ ☐ Quarter ☐ Full-time ☐ Fall Semester attended:
_____ ☐ Semester ☐ Half-time ☐ Winter ☐ Fall
_____ ☐ Other ☐ Other ☐ Spring ☐ Winter
_____ ☐ Summer ☐ Spring
_____ ☐ Summer

Post-Secondary program student ID, if know: _____

Current number of completed credits: _____ Current number of quarters/semesters completed: _____

Enrolled in:

☐ 2 Year Degree Program ☐ 4 Year Degree Program ☐ Vocational/Technical/Certificate Program

Major area of study: _____ Expected Graduation Date: _____

Final Degree/Certificate you expect to receive:

☐ Bachelor of Arts (BA) ☐ Associate of Arts (AA) ☐ Vocational/Technical/Certificate Program

FINANCIAL AID

Date FAFSA submitted: _____

Scholarships: List any scholarships that you have applied for or expect to apply for.

Name of scholarship:	Date applied for:	Expected amount:

Continued on back

Documents included in my application packet:

☐ I understand I need to submit the following before my ETV award can be determined:

Item:	Date sent or date expected to be sent:
<input type="checkbox"/> FAFSA Award letter	_____
<input type="checkbox"/> Cost of Attendance	_____
<input type="checkbox"/> Grades from Previous Term (if applicable)	_____
<input type="checkbox"/> Current Class Schedule or	_____
<input type="checkbox"/> Registration or	_____
<input type="checkbox"/> Acceptance Letter	_____

Documents: Check if sent for current school year

Follow up forms:	Date sent or date expected to be sent:
<input type="checkbox"/> Participant Agreement	_____
<input type="checkbox"/> Participant Release & Cashier Statement	_____

The below items will be addressed in the financial consultation with the ETV Program Manager. Please review prior to your financial consultation.

- ☐ Payment Request Form
☐ Budget Worksheet

Please explain how your previous ETV awards have helped you in your educational success:

Applicant Consent and Certification

- ☐ To the best of my knowledge, all information submitted is complete and accurate.
☐ I understand that information on this application and information regarding my enrollment, financial aid and academic standing may be exchanged between Independent Living Programs as well as the admissions, financial aid, and other student service offices at the colleges and universities to which I may be applying for admission or attending.

Date: _____ Print Name: _____

Signature: _____

This document must be faxed or mailed to:

ETV Program
P.O. Box 45710
Olympia, WA 98504-5710
Fax: (360) 902-7588 Toll-free: 1-877-433-8388
Email: etvwash@dshs.wa.gov

Education and Training Voucher Program

Participant Agreement

Welcome to the Washington ETV Program!

As a participant in this program, you have some responsibilities which are described below. Please read them, initial and sign this sheet to indicate your understanding and willingness to comply.

- ☐ I have printed out, read and understand the Washington State Guidelines regarding the ETV application process and specific program information.
- ☐ I understand that I need to open and maintain a free e-mail account and check it frequently.
- ☐ I understand that it is my responsibility to notify the ETV Program if:
 - ☐ I move, change my telephone number, e-mail, or any other contact information
 - ☐ My financial situation changes after I have been approved for an ETV award
 - ☐ I withdraw from any classes or drop out of school
 - ☐ I am placed on academic probation or my financial aid is terminated
- ☐ I understand that I must submit a transcript of my grades at the end of every quarter or semester to continue to be eligible for funding the following quarter or semester.
- ☐ I understand that if my grades fall below a 2.0 GPA or if I am placed on academic probation I will follow through with the outlined actions steps from my post-secondary program and provide documentation to the ETV Program.
- ☐ I understand that I must complete and submit the ETV Participant Release and Cashier Statement every quarter or semester in order to receive funding.
- ☐ I understand that I must reapply for ETV each academic year.
- ☐ I understand that I am responsible to track my budget and ETV payment requests.
- ☐ I understand that I must submit, in a timely manner, a payment request form for each of my payment needs. It may take up to 2 weeks for a request to be paid.
- ☐ I understand that all funding stops upon my 23rd birthday

Print Name: _____

Sign Name: _____

Date: _____

This document must be faxed or mailed to:

ETV Program

P.O. Box 45710

Olympia, WA 98504-5710

Fax: (360) 902-7588 Toll-free: 1-877-433-8388

Email: etvwash@dshs.wa.gov

ETV Participant Release and Cashier Statement

I have applied for the federally-funded Education and Training Voucher (ETV) Program for the current quarter/semester to help meet my post-secondary expenses. This form must be completed by the cashier office.

STUDENT INFORMATION

First Name: _____ Last Name: _____

Student ID: _____ Phone: _____

I hereby authorize the release of information pertaining to my education/financial aid/grades to Department of Social and Health Services, Education and Training Voucher Program.

Student Signature: _____ Date: _____

CASHIER OFFICE

A dated copy of the student's itemized bill listing all charges, credits and payments for the current quarter/semester must be submitted with this completed form.

School Name: _____

Preparer: _____ Phone: _____

Signature: _____ Date: _____

☐ *By checking this box I certify I am authorized as an employee of the cashier/bursar office to complete this form*

BALANCE DUE

Current Balance Due: \$ _____ ☐ No balance Due

Date Due: _____

☐ *By checking this box I certify that the balance noted takes into account both disbursed and anticipated federal financial aid*

PLEASE INDICATE TERM / QUARTER / SEMESTER

(If the balance due is for more than one quarter/semester please check all boxes that apply.)

☐ Fall ☐ Winter ☐ Spring ☐ Summer

This document must be faxed or mailed by the cashier office to:

ETV Program

P.O. Box 45710

Olympia, WA 98504-5710

Fax: (360) 902-7588 Toll-free: 1-877-433-8388

Email: etvwash@dshs.wa.gov

ETV Budget Work Sheet _____ Academic Year

Date completed by Program Manager: _____

Name: _____ ETV Award Amount: \$ _____

STUDENT - DO NOT COMPLETE THIS FORM

The ETV Program Manager will complete this form during the financial consultation. This form is to plan your budget and ETV award for the academic year.

Category	Category Detail	Amount per month	Total for School Year
Tuition and Fees <input type="checkbox"/> 2 year College <input type="checkbox"/> 4 year College <input type="checkbox"/> Vocational <input type="checkbox"/> Technical <input type="checkbox"/> Certificate <input type="checkbox"/> Other	Name: _____ Address: _____ _____ Financial Aid Contact: _____ Phone: _____ Program/Degree: _____ Expected Completion: _____	\$	\$
Student Loans/Fees		\$	\$
Resources: <input type="checkbox"/> FC 21 <input type="checkbox"/> Mentor <input type="checkbox"/> Attended Seminars <input type="checkbox"/> Other	<input type="checkbox"/> WA Governors': \$ _____ <input type="checkbox"/> Treehouse: \$ _____ <input type="checkbox"/> YMCA Transitions: \$ _____ <input type="checkbox"/> Orphan Foundation: \$ _____ <input type="checkbox"/> Other: \$ _____	\$	\$
Books	Contact information: _____ Phone: _____	\$	\$
School supplies, equipment, computer <input type="checkbox"/> Documentation from Program w/Price Quote	Item: _____ Price Quote: _____		\$ \$
Housing <input type="checkbox"/> Campus Dorm <input type="checkbox"/> Off Campus Rental <input type="checkbox"/> Roommate: _____ <input type="checkbox"/> W-9 completed <input type="checkbox"/> Lease Agreement	Landlord: _____ Address: _____ Phone: _____	\$	\$

Food		\$	\$
Transportation <input type="checkbox"/> Private car <input type="checkbox"/> Bus <input type="checkbox"/> Other	Insurance: _____ Company: _____ Address: _____ _____ _____	\$	\$
Childcare _____ Number: _____ <input type="checkbox"/> W-9 completed <input type="checkbox"/> Agreement	Name: _____ Address: _____ _____ _____ Phone: _____	\$	\$
Employment	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> None	\$	\$
Work Study	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> None	\$	\$
Advocate <input type="checkbox"/> IL/TL <input type="checkbox"/> Caregiver <input type="checkbox"/> Mentor <input type="checkbox"/> Other	Name: _____ Address: _____ _____ _____ Phone: _____	\$	\$
Other		\$	\$
Total		\$	\$

ETV can help with costs for attendance including:

- Tuition, fees, books
- Student loans (in place of student loans or to repay loans taken out in the current term)
- Fees for student loans
- Equipment, school supplies required by your program (including special clothing required by your program)
- Computers if required by your school or program
- Room and board on/off campus
- Phone bill up to \$50 per month
- Transportation to and from school – bus pass, public transit pass, campus parking pass
- Childcare while you're at school – preferably by a licensed childcare provider, but not necessary
- Costs related to a disability such as tutoring or adaptive software
- Medical insurance premiums if insurance is not provided by the school or State

ETV Payment Request Form

This form must be completed and signed every time you request a payment. For ongoing payments such as rent, this form will only need to be submitted every three months. For first time payments, the ETV program will send and process the required W-9 forms to the business and providers.

PLEASE PRINT

Student First Name: _____ Student Last Name: _____

Date of Request: _____ Date Payment Needed: _____

Your Need	Who Does It Get Paid To? Name/address/phone	Amount	Will this need to be paid each month?*	If you bought the item already, did you attach a receipt?
		\$		
		\$		
		\$		
		\$		
		\$		
	TOTAL	\$		

**Please let us know if this will be an expense that needs to be paid on a regular basis, for example, rent, or daycare.*

Payments may take up to 14 business days after the receipt of your request. Please submit all receipts, invoices, lease agreements and supporting documents for each item.

By signing this form you agree that these are expenses related to the cost of attendance for your school or program. ETV will still need to approve each payment request form submitted. Payment cannot be made without complete information and your signature.

Student Signature: _____ Print Name: _____

Date Signed: _____

This form and any supporting documents must be mailed to:
ETV Program, Children's Administration, PO Box 45710, Olympia, WA, 98504-5710
Be sure to keep a copy for your records.

FOR OFFICE USE ONLY			
Date Received:	Approved:	Amount:	Denied:
Processed By:	Date:		



CA Children's Administration

DSHS 22-1193 (4/07)